United Nations ST/IC/2014/17

Secretariat

17 July 2014

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Classification of duty stations and special entitlements for staff members serving at designated duty stations**

1. The purpose of the present information circular is to inform the staff of the classification of duty stations established by the International Civil Service Commission (ICSC) according to conditions of life and work and of the revised lists of duty stations designated by ICSC where special entitlements apply for eligible staff, as explained in paragraphs 6 to 10 below. The revised lists are set out in annexes II and III to the present circular. The revisions are effective from 1 July 2014.

I. Classification of duty stations

2. All duty stations are placed by ICSC in one of six categories: H and A to E. The H category comprises headquarters duty stations and other duty stations in similar locations where the United Nations has no developmental or humanitarian assistance programmes or in member countries of the European Union. The A to E categories comprise all other duty stations classified by order of difficulty of conditions of life and work. Annex I to the present circular contains the list of duty stations classified in the H category. Annex II contains the list of duty stations classified in the A to E categories.

Mobility and hardship allowance

3. The category of the duty station where a staff member is serving and/or has served is one of the factors that determine whether the staff member is eligible for each of the three elements of the mobility and hardship allowance, namely, the mobility, the hardship and the non-removal elements. It is also a factor in determining the amount of the allowance. The relevant provisions on the matter are set out in staff rules 3.13 and 3.14 and in the administrative instruction on the mobility and hardship scheme, ST/AI/2011/6 and ST/AI/2011/6/Amend.1.

* The present circular will be in effect until further notice.

Removal costs

4. The category of the duty station is a factor in determining eligibility for removal costs under staff rule 7.16. Such costs are normally payable in the case of service at H duty stations when the appointment is for two years or more or the assignment to a new duty station is expected to be for two years or more. In those cases where removal costs are not payable, the staff member may be eligible for the non-removal element of the mobility and hardship scheme.

Special entitlements at designated duty stations

5. The classification of duty stations in the A to E categories is linked to the special entitlements that are set out in the administrative instruction on special entitlements for staff members serving at designated duty stations.

II. Duty stations at which special entitlements may apply for eligible staff

6. At duty stations classified in the A to E categories, which are listed in annex II to the present circular, one or more of the special entitlements set out in the administrative instruction on special entitlements for staff members serving at designated duty stations may apply, as indicated in paragraphs 7 to 9 below. The granting of these entitlements is subject to the conditions established in the applicable staff regulations and rules and the above-mentioned administrative instruction.

7. The category of each of the duty stations listed in annex II is indicated in the second column of the annex. At duty stations classified in the C, D and E categories, eligible staff are entitled to:

(a) Accelerated home leave travel, that is, home leave travel once every 12 months;

(b) Additional unaccompanied shipment entitlement of 50 kg or 0.31 m^3.

8. The designated duty stations where eligible staff are entitled to additional education grant travel and an additional reimbursement for boarding costs under the education grant are indicated in the third column of annex II to the present circular.

9. The designated duty stations where eligible staff are entitled to additional shipment entitlements, namely, an annual shipment entitlement and a shipment on the birth or adoption of an infant, are indicated in the fourth column of annex II to the present circular.

10. A list of the countries having duty stations that qualify for reimbursement by organizations of the costs of basic medical examinations for accompanying eligible family members is shown in annex III to the present circular.

11. The present circular supersedes information circular ST/IC/2014/4.

Annex I

List of countries where duty stations are classified in the H category

(Effective 1 July 2014)

Australia
Austria
Belgium
Bulgaria
Canada
Croatia
Cyprus
Czech Republic
Denmark
Estonia
Finland
France[a]
Germany
Greece
Hungary
Ireland
Italy
Japan
Latvia
Lithuania
Luxembourg
Malta
Netherlands
New Zealand
Norway
Portugal
Romania
Slovakia
Slovenia
Spain
Sweden
Switzerland
United Kingdom of Great Britain and Northern Ireland
United States of America

[a] Including Monaco.

Annex II

List of duty stations classified in the A to E categories

(Effective 1 July 2014)

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Afghanistan			
Asadabad	E	X	X
Badghis	E	X	X
Bamyan	E	X	X
Day Kundi	E	X	X
Faizabad	E	X	X
Farah	E	X	X
Faryab	E	X	X
Gardez	E	X	X
Ghor	E	X	X
Herat	E	X	X
Jalalabad	E	X	X
Kabul	E	X	X
Kandahar	E	X	X
Khowst	E	X	X
Kunduz	E	X	X
Maymana	E	X	X
Mazar-I-Sharif	E	X	X
Pul-i-Kumri	E	X	X
Sari Pul	E	X	X
Shebergan, Jowzjan	E	X	X
Taloqan	E	X	X
Tirinkot, Uruzgan	E	X	X
Albania			
Tirana	A	X	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Algeria			
Algiers	B	X	X
Tindouf	E	X	X
Angola			
Kuito Bie	C	X	X
Luanda	C	X	X
Lubango	C	X	X
Argentina			
Buenos Aires	A	–	–
Armenia			
Yerevan	B	X	–
Azerbaijan			
Baku	A	X	–
Bahrain			
Manama	A	–	–
Bangladesh			
Cox's Bazaar	D	X	X
Dhaka	B	–	–
Rangamati	E	X	X
Barbados			
Bridgetown	A	X	–
Belarus			
Minsk	A	X	–
Belize			
Belize City	A	X	–
Belmopan	A	X	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Benin			
Abomey	C	X	X
Bohicon	D	X	X
Cotonou	B	X	–
Lokossa	D	X	X
Ouidah	D	X	X
Parakou	D	X	X
Porto Novo	B	X	–
Bhutan			
Thimphu	C	X	X
Bolivia (Plurinational State of)			
Cochabamba	A	X	–
La Paz	A	–	–
Bosnia and Herzegovina			
Sarajevo	A	–	–
Srebrenica	B	X	X
Botswana			
Dukwi	D	X	X
Gaborone	A	X	–
Brazil			
Brasília	A	–	–
Rio de Janeiro	A	–	–
Burkina Faso			
Ouagadougou	C	X	X
Burundi			
Bujumbura	B	X	–
Gitega	D	X	X
Makamba	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Muyinga	D	X	X
Ngozi	D	X	X
Ruyigi	D	X	X
Cambodia			
Banteay Mean Chey	D	X	X
Battambang	C	X	–
Phnom Penh	B	–	–
Siem Reap	B	X	–
Cameroon			
Bertoua	B	X	X
Douala	A	X	–
Garoua	D	X	X
Maroua	D	X	X
Meiganga	D	X	X
Ngaoundéré	B	X	–
Yaoundé	B	X	X
Cabo Verde			
Praia	B	X	X
Central African Republic			
Bambari	E	X	X
Bangui	D	X	X
Birao	E	X	X
Bossangoa/Soumbe	E	X	X
Bouar	E	X	X
Kaga-Bandoro	E	X	X
Ndele	E	X	X
Paoua	E	X	X
Zemio	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Chad			
Abeche	E	X	X
Am Djarass	E	X	X
Ati	E	X	X
Bahai	E	X	X
Bir Nahr	E	X	X
Bol	E	X	X
Farchana	E	X	X
Gore	E	X	X
Gozbeida	E	X	X
Guereda	E	X	X
Hadjer Hadid	E	X	X
Haraze	E	X	X
Iriba	E	X	X
Koukou	E	X	X
Mao	E	X	X
Maro	E	X	X
Mongo	E	X	X
Moundou	E	X	X
Moussoro	E	X	X
N'Djamena	D	X	X
Sarh	E	X	X
Chile			
Santiago	A	–	–
China			
Beijing	A	–	–
Shanghai	A	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Colombia			
Apartado	C	X	–
Arauca	D	X	X
Barranquilla	A	X	–
Bogotá	A	–	–
Bucaramanga	A	X	–
Buenaventura	D	X	X
Cali	A	–	–
Cartagena	A	X	–
Cucuta	A	X	–
Medellin	A	–	–
Mocoa	D	X	X
Neiva	B	X	–
Pasto	B	X	–
Quibdo	D	X	X
Sincelejo	A	X	–
Villavicencio	A	X	–
Comoros			
Moroni/Grande Comore	C	X	X
Congo			
Betou	E	X	X
Brazzaville	C	X	X
Impfondo	E	X	X
Kinkala	E	X	X
Pointe-Noire	B	X	–
Costa Rica			
San José	A	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Côte d'Ivoire			
Abengourra	D	X	X
Abidjan	B	–	–
Aboisso	D	X	X
Bondoukou	E	X	X
Bouaké	D	X	X
Bouna	C	X	X
Daloa	D	X	X
Daoukro	D	X	X
Divo	D	X	X
Duékoué	D	X	X
Guiglo	D	X	X
Korhogo	E	X	X
Man	D	X	X
Odienne	C	X	X
San Pedro	D	X	X
Seguela	C	X	X
Tabou	D	X	X
Tai	E	X	X
Toulepleu	E	X	X
Yamoussoukro	C	X	X
Cuba			
Havana	B	X	X
Democratic People's Republic of Korea			
Pyongyang	E	X	X
Democratic Republic of the Congo			
Aba	E	X	X
Ango Ango	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Bandundu	E	X	X
Beni	E	X	X
Buburu	E	X	X
Bukavu	E	X	X
Bunia	E	X	X
Butembo	E	X	X
Dilolo	E	X	X
Dongo	E	X	X
Dungu	E	X	X
Gbadolite	D	X	X
Gemena	E	X	X
Goma	E	X	X
Ituri	E	X	X
Kabalo	E	X	X
Kahemba	E	X	X
Kalemie	E	X	X
Kamina	D	X	X
Kananga	D	X	X
Kenge	E	X	X
Kikwit	E	X	X
Kimpese	D	X	X
Kimvula	D	X	X
Kindu	E	X	X
Kinshasa	C	X	X
Kisangani	D	X	X
Kisenge	E	X	X
Libenge	D	X	X
Lubumbashi	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Mahagi	E	X	X
Matadi	D	X	X
Mbandaka	E	X	X
Mbuji-Mayi	E	X	X
Ngidinga	E	X	X
Nioki	E	X	X
Uvira	E	X	X
Zongo	E	X	X
Djibouti			
Ali Sabieh	D	X	X
Djibouti	C	X	–
Dominican Republic			
Santo Domingo	A	–	–
Ecuador			
Esmeraldas	C	X	X
Guayaquil	A	X	–
Ibarra	A	X	–
Lago Agrio (Sucumbios)	D	X	X
Quito	A	–	–
Tulcan	B	X	X
Egypt			
Alexandria	A	–	–
Cairo	A	–	–
Ismailia	A	X	X
Sallum (Sollum)	E	X	X
El Salvador			
San Salvador	B	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Equatorial Guinea			
Acurenam	E	X	X
Bata	D	X	X
Malabo	D	X	X
Eritrea			
Asmara	C	X	X
Ethiopia			
Addis Ababa	B	X	–
Alamata	E	X	X
Assosa	E	X	X
Awassa/Sidamo	D	X	X
Bambasi	D	X	X
Degehabour	E	X	X
Dese	E	X	X
Dire Dawa	D	X	X
Dollo Addo	E	X	X
Gambella	E	X	X
Gode	E	X	X
Jijiga	E	X	X
Kebridehar	E	X	X
Mekele	D	X	X
Nazreth	C	X	X
Semera	E	X	X
Shire/Endaselassie	E	X	X
Tongo	E	X	X
Fiji			
Suva	B	X	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Gabon			
Libreville	A	X	–
Gambia			
Banjul	B	X	X
Gaza			
Gaza Town	E	X	X
Georgia			
Gali	E	X	X
Sukhumi	C	X	X
Tbilisi	B	X	–
Ghana			
Accra	A	X	X
Ho	C	X	X
Sunyani	C	X	X
Takoradi	C	X	X
Tamale	C	X	X
Wa	D	X	X
Guatemala			
Guatemala City	B	–	–
Guinea			
Conakry	D	X	X
Nzerekore	E	X	X
Guinea-Bissau			
Bafatá	E	X	X
Bissau	E	X	X
Buba	E	X	X
Guyana			
Georgetown	C	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Haiti			
Cap-Haitien	D	X	X
Fort-Liberté	D	X	X
Gonaives	E	X	X
Hinche	E	X	X
Jacmel	E	X	X
Leogane	E	X	X
Les Cayes	D	X	X
Port-au-Prince	D	X	X
Honduras			
Tegucigalpa	B	–	–
Hong Kong, China			
Hong Kong	A	–	–
India			
Bhopal	B	X	–
Bhubaneswar	B	X	–
Calcutta	A	X	–
Hyderabad	A	X	–
Jaipur	A	X	–
Lucknow	A	X	X
New Delhi	A	–	–
Patna	B	X	X
Indonesia			
Banda Aceh	C	X	X
Bandung	A	X	–
Bogor	A	X	–
Denpasar	A	X	–
Gorontalo	C	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Gunung Sitoli, Nias	D	X	X
Jakarta	A	X	–
Jayapura (Irian Jaya/Papua)	D	X	X
Makssar	A	X	–
Tanjung-Pinang	B	X	–
Yogyakarta	A	X	–
Iran (Islamic Republic of)			
Ahwaz	D	X	X
Dogharoun	E	X	X
Kerman	D	X	X
Mashad	D	X	X
Shiraz	C	X	X
Tehran	B	X	X
Iraq			
Arbil/Kirkuk	D	X	X
Baghdad	E	X	X
Basrash	E	X	X
Dohuk	E	X	X
Kirkuk	E	X	X
Mosul	E	X	X
Najaf	E	X	X
Ramadi	E	X	X
Sulaymaniah	E	X	X
Israel			
Tel Aviv	A	–	–
Tiberias	A	X	–
Jamaica			
Kingston	A	X	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Jerusalem			
Jerusalem	B	–	–
Jordan			
Amman	A	–	–
Azraq	B	X	–
Irbid	A	X	–
Mafraq	B	X	–
Kazakhstan			
Alma Ata	B	X	X
Astana	B	X	X
Kenya			
Alinjugur	E	X	X
Dadaab	E	X	X
Garissa	E	X	X
Kakuma	E	X	X
Marsabit	D	X	X
Mombasa	B	X	–
Nairobi	B	–	–
Nakuru	B	X	–
Kiribati			
Tarawa	C	X	X
Kuwait			
Kuwait City	A	–	–
Kyrgyzstan			
Bishkek	C	X	–
Jalalabat	D	X	X
Osh	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Lao People's Democratic Republic			
Luang Namtha	D	X	X
Luang Prabang	B	X	X
Oudomxay	D	X	X
Vientiane	B	–	–
Xam Neua	D	X	X
Lebanon			
Al Qoubaiya (Kobayat)	B	X	X
Beirut	B	–	X
Tripoli	B	X	X
Tyre (Sur)	C	X	X
Zahle	B	X	–
Lesotho			
Maseru	B	X	X
Mohale's Hoek	C	X	X
Oacha's Nek	C	X	X
Outhing	D	X	X
Thaba-Tseka	C	X	X
Liberia			
Gbarnga	E	X	X
Harper (Maryland County)	E	X	X
Monrovia	D	X	X
Saclepea	E	X	X
Voinjama	E	X	X
Zwedru	E	X	X
Libya			
Benghazi	C	X	X
Kufra	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Sebha	D	X	X
Sirte	D	X	X
Tobruk	C	X	X
Tripoli	C	X	X
Macao, China			
Macao (Special Administrative Region)	A	X	–
Madagascar			
Ambovombe	D	X	X
Antananarivo	B	X	X
Antsirabe	B	X	–
Fort-Dauphin	C	X	X
Mahajanga (Majunga)	C	X	X
Morondava	D	X	X
Sambava	C	X	X
Toamasina (Tamatave)	B	X	X
Toliara (Tulear)	C	X	X
Malawi			
Blantyre	C	X	X
Lilongwe	D	X	X
Ntchisi	C	X	X
Malaysia			
Kuala Lumpur	A	–	–
Maldives			
Malé	B	X	X
Mali			
Bamako	C	X	X
Gao	E	X	X
Kayes	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Kidal	E	X	X
Koulikoro	E	X	X
Mopti	E	X	X
Sikasso	D	X	X
Tombouctou	E	X	X
Mauritania			
Bassikounou	E	X	X
Boghe	E	X	X
Nema	E	X	X
Nouadhibou	D	X	X
Nouakchott	D	–	X
Mauritius			
Port Louis	A	–	–
Mexico			
Mexico City	A	–	–
Tapachula, Chiapas	B	X	X
Micronesia (Federated States of)			
Pohnpei (Ponape)	B	X	X
Mongolia			
Ulan Bator	C	–	X
Montenegro			
Podgorica	A	X	–
Morocco			
Rabat	A	–	–
Mozambique			
Beira	D	X	X
Maputo	B	X	–
Nampula	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Myanmar			
Dawei	C	X	X
Hakha	C	X	X
Hpa-An	C	X	X
Laokai, Kokang Special Region 1	D	X	X
Loikaw	C	X	X
Mandalay	B	X	–
Maungdaw	E	X	X
Maw-La-Myine	D	X	X
Myitkyina	D	X	X
Nay Pyi Taw	B	X	X
Pangkham	E	X	X
Sittwe	D	X	X
Taunggyi	B	X	X
Yangon	B	X	X
Namibia			
Osire	E	X	X
Windhoek	A	X	–
Nauru			
Yaren	D	X	X
Nepal			
Damak	D	X	X
Kathmandu	B	X	X
Nicaragua			
Bluefields	C	X	X
Managua	A	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Niger			
Abala	E	X	X
Agades	E	X	X
Diffa	E	X	X
Maradi	D	X	X
Niamey	C	X	X
Ouallam	E	X	X
Tahoua	D	X	X
Tillabery	E	X	X
Zinder	E	X	X
Nigeria			
Abuja	C	X	–
Bauchi	D	X	X
Enugu	D	X	X
Kaduna	D	X	X
Kano	D	X	X
Lagos	C	–	X
Port Harcourt	D	X	X
Oman			
Muscat	A	–	–
Palau			
Koror	A	X	–
Pakistan			
Hyderabad	D	X	X
Islamabad	D	X	X
Karachi	D	X	X
Lahore	D	X	–
Peshawar	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Quetta	E	X	X
Rahim Yar Khan	D	X	X
Sukkur	D	X	X
Panama			
Panama City	A	–	–
Papua New Guinea			
Alotau	D	X	X
Buka	E	X	X
Kokopo	D	X	X
Madang	D	X	X
Port Moresby	D	X	X
Paraguay			
Asunción	A	–	–
Peru			
Lima	A	–	–
Philippines			
Borongan (Guiuan)	E	X	X
Cebu City	A	X	–
Cotabato City	D	X	X
Davao City	A	X	–
Manila	A	–	–
Nabuturan	C	X	X
Ormoc	C	X	X
Roxas	C	X	X
Tacloban	D	X	X
Qatar			
Doha	A	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Republic of Korea			
Ansan	A	X	–
Seoul	A	–	–
Republic of Moldova			
Kishinev	A	X	–
Russian Federation			
Moscow	A	–	–
Rwanda			
Butare	C	X	X
Byumba	C	X	X
Cyangugu	C	X	X
Gisenye	C	X	X
Kibuye	C	X	X
Kigali	B	X	–
Nyamagabe	C	X	X
Samoa			
Apia	C	X	X
Sao Tome and Principe			
Sao Tome	C	X	X
Saudi Arabia			
Al-Hofuf	B	X	X
Al-Jouf (Sakaka)	C	X	X
Jeddah	A	–	–
Najran	B	X	X
Riyadh	A	–	X
Wadi Jizan (Gizan)	B	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Senegal			
Dakar	A	–	–
Kaolack	C	X	X
Kedougou	C	X	X
Ourossogui	E	X	X
Richard Toll	E	X	X
Ziguinchor	B	X	–
Serbia			
Belgrade	A	–	–
Bujanovac	B	X	X
Mitrovica	C	X	X
Pristina	B	X	X
Prizren	B	X	X
Seychelles			
Mahé/Port Victoria	A	–	–
Sierra Leone			
Bo	E	X	X
Freetown	D	X	X
Kailahun	E	X	X
Kenema	E	X	X
Koidu	E	X	X
Makeni	E	X	X
Zimmi	E	X	X
Singapore			
Singapore	A	–	–
Solomon Islands			
Honiara	C	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Somalia			
Berbera	E	X	X
Boosaaso (Bender Cassim)	E	X	X
Dolow	E	X	X
Galkacyo	E	X	X
Garowe	E	X	X
Hargeisa	E	X	X
Mogadishu	E	X	X
South Africa			
Johannesburg	A	–	–
Pretoria	A	–	–
South Sudan			
Aweil	E	X	X
Bentiu	E	X	X
Bor	E	X	X
Bunj	E	X	X
Jam Jang	E	X	X
Juba	E	X	X
Kuajok	E	X	X
Maban	E	X	X
Malakal	E	X	X
Rumbek	E	X	X
Torit	E	X	X
Wau	E	X	X
Wunrok	E	X	X
Yambio	E	X	X
Yei	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Sri Lanka			
Batticaloa	D	X	X
Colombo	A	–	–
Jaffna	C	X	X
Kilinochchi	D	X	X
Vavuniya	C	X	X
Sudan			
Abyei	E	X	X
Al Taweisha (El Taweisha)	E	X	X
Bundisi	E	X	X
Buram	E	X	X
Damazine	E	X	X
Ed Daein	E	X	X
Edd Al Fursan	E	X	X
El Fasher	E	X	X
El Geneina	E	X	X
El Obeid	E	X	X
Feina	E	X	X
Forobaranga	E	X	X
Graida	E	X	X
Habila	E	X	X
Haskanita (Haskanit)	E	X	X
Julud	E	X	X
Kadugli	E	X	X
Kassala	E	X	X
Kauda	E	X	X
Khartoum	B	X	–
Khashm El Girba	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Khor Abeche	E	X	X
Korma	E	X	X
Kutum	E	X	X
Labado	E	X	X
Malha (Malha Wells)	E	X	X
Manawashi	E	X	X
Marla	E	X	X
Mellit (Mallit)	E	X	X
Merawi	E	X	X
Morni	E	X	X
Muhajiriya	E	X	X
Mukjar	E	X	X
Nertiti	E	X	X
Nyala	E	X	X
Port Sudan	D	X	–
Saraf Umra (Omra)	E	X	X
Seleah (Seleia)	E	X	X
Sortony	E	X	X
Tawilla (Tawilah)	E	X	X
Tulus	E	X	X
Um Kaddada	E	X	X
Zalingei	E	X	X
Zam Zam	E	X	X
Suriname			
Paramaribo	B	X	–
Swaziland			
Mbabane	A	X	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Syrian Arab Republic			
Aleppo	E	–	X
Damascus	E	X	X
Hassake (Al-Hasakah)	E	X	X
Homs	E	X	X
Qamishli	E	X	X
Tartous	E	X	X
Tajikistan			
Dushanbe	C	X	X
Thailand			
Bangkok	A	–	–
Ban Mae Sot	C	X	X
Kanchanaburi	A	X	–
Mae Hong Son	C	X	X
Mae Sariang	C	X	X
The former Yugoslav Republic of Macedonia			
Skopje	A	X	–
Timor-Leste			
Becau	D	X	X
Dili	C	X	X
Maliana	D	X	X
Oecussi	E	X	X
Same	E	X	X
Suai	E	X	X
Togo			
Dapaong	D	X	X
Lama Kara	C	X	X
Lomé	B	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Tonga			
Nuku Alofa	B	X	X
Trinidad and Tobago			
Port of Spain	A	X	–
Tunisia			
Gafsa	A	X	–
Tunis	A	–	–
Zarzis	B	X	–
Turkey			
Ankara	A	–	–
Antakya (Hatay)	B	X	–
Gaziantep	A	X	–
Istanbul	A	–	–
Van	C	X	X
Turkmenistan			
Ashgabad	D	X	X
Tuvalu			
Funafuti	C	X	X
Uganda			
Adjumani	E	X	X
Arua	C	X	X
Bundibugyo	D	X	X
Gulu	C	X	X
Hoima	E	X	X
Kaabong	E	X	X
Kampala	B	X	–
Kigumba	E	X	X
Kisoro	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Kitgum	D	X	X
Kotido	E	X	X
Kyaka II	E	X	X
Kyangwali	D	X	X
Lira	D	X	X
Mbarara	C	X	X
Moroto	E	X	X
Moyo	D	X	X
Nakivale	E	X	X
Pader	E	X	X
Soroti	C	X	X
Ukraine			
Kyiv	A	–	–
Odessa	A	X	–
Simferopol	A	X	–
United Arab Emirates			
Abu Dhabi	A	–	–
Al-Ain	A	X	–
Dubai	A	–	–
United Republic of Tanzania			
Arusha	B	X	X
Dar es Salaam	C	X	X
Iringa	C	X	X
Isaka	E	X	X
Kasulu	E	X	X
Kigoma	E	X	X
Moshi	C	X	X
Mpanda	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Uylankulu	E	X	X
Zanzibar	C	X	X
Uruguay			
Montevideo	A	–	–
Uzbekistan			
Tashkent	C	X	X
Vanuatu			
Port Vila	B	X	X
Venezuela (Bolivarian Republic of)			
Caracas	B	–	–
Guasdualito	D	X	X
Maracaibo	A	X	–
San Cristobal	A	X	–
Viet Nam			
Hanoi	A	–	–
Ho Chi Minh City	A	–	–
Hue City	C	X	X
Tam Ky	D	X	X
West Bank			
East Jerusalem	B	–	–
Ramallah	C	X	X
Western Sahara			
Laayoune	C	X	X
Yemen			
Aden	E	X	X
Ahwar	E	X	X
Amran	E	X	X
Haradh	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Hodeidah	E	X	X
Kharaz	E	X	X
Maifaa	E	X	X
Sa'ada	E	X	X
Sana'a	E	X	X
Seiyun	E	X	X
Zambia			
Kaoma	D	X	X
Kawambwa	E	X	X
Livingstone	A	X	–
Lusaka	B	X	–
Mongu	D	X	X
Mporokoso	E	X	X
Solwezi	D	X	X
Zimbabwe			
Bulawayo	D	X	X
Gweru	D	X	X
Harare	D	–	X
Masvingo	D	X	X
Mutare	C	X	X

Annex III

Countries having duty stations that qualify for reimbursement by organizations of the costs of basic medical examinations for accompanying eligible family members, as at 1 July 2014

Afghanistan
Angola
Benin
Bhutan
Burkina Faso
Burundi
Cambodia
Cameroon
Central African Republic
Chad
Comoros
Congo
Democratic People's Republic of Korea
Djibouti
Equatorial Guinea
Eritrea
Ethiopia
Fiji
Guinea
Guinea-Bissau
Haiti
Iraq
Kazakhstan
Kiribati
Kyrgyzstan
Lao People's Democratic Republic
Lesotho
Liberia
Madagascar
Malawi
Mali
Marshall Islands
Mauritania
Micronesia (Federated States of)
Niger
Nigeria
Palau
Papua New Guinea
Samoa
Sao Tome and Principe
Sierra Leone
Solomon Islands
Somalia
South Sudan
Suriname
Syrian Arab Republic
Tajikistan
Timor-Leste
Togo
Turkmenistan
Tuvalu
Uzbekistan
Vanuatu
Yemen
Zambia
Zimbabwe

United Nations ST/IC/2014/18

Secretariat

17 July 2014

Information circular*

To: Members of the staff and other authorized users of information and communications technology resources**

From: The Assistant Secretary-General and Chief Information Technology Officer

Subject: **Limitation of automatic forwarding of e-mail messages**

1. The purpose of the present circular is to inform staff members and other authorized users of information and communications technology resources about a change in the Secretariat's e-mail system.

2. Effective immediately, the system will be modified to prevent the automatic forwarding of e-mail messages to external addresses. However, automatic forwarding to internal recipients (i.e. addresses ending in "@un.org") and the manual forwarding of individual messages will continue to be supported.

3. Recent analysis has revealed that the automatic forwarding of e-mail messages has been the cause of several incidents. Specifically, a large number of users have configured their United Nations e-mail accounts to forward all messages to external e-mail accounts, resulting in the repeated rejection of legitimate e-mail by external service providers because of the large volume of messages received.

4. In order to restore the technical integrity and performance of the e-mail system, the limitation of automated e-mail forwarding is being implemented in accordance with paragraph 6.1 (b) of Secretary-General's bulletin ST/SGB/2004/15.

5. In addition, the automatic and indiscriminate forwarding of e-mail messages to external recipients, including to the personal e-mail accounts of staff members, is inconsistent with the Organization's objective to retain all rights with regard to information and communications technology resources and data. All authorized users are provided with alternative mechanisms (e.g. webmail, IBM Notes Traveler, Unite Connections) to access the Organization's e-mail system at any time and from any location, without the need for automatic forwarding. Further details about the Office of Information and Communications Technology's e-mail service are available online at http://iseek.un.org/webpgdept2149_2.asp.

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* The present circular will be in effect until further notice.

** For a definition of authorized users of information and communications technology resources, see ST/SGB/2004/15.

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United Nations ST/IC/2014/19

Secretariat

24 July 2014

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Employment of household employees on G-5 visas**

1. The purpose of the present circular is to inform staff members who hold a G-4 visa and employ or seek to employ a household employee to whom a G-5 visa has been granted or has been requested of a diplomatic note received from the United States Mission to the United Nations (see annex). The note concerns a reminder of the requirements relating to the hiring of domestic workers and the importance of all staff members abiding by them.

2. The United States Mission also reminds staff members and the United Nations Secretariat to ensure the fair and equitable treatment of domestic workers. Staff must take into consideration the information and recommendations contained in the diplomatic note and the present circular, including but not limited to the following:

(a) A provision in the William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008 requires the Secretary of State to suspend, when necessary, the issuance of G-5 visas to applicants seeking to work for officials of an international organization if there is credible evidence of abuse and exploitation of the G-5 visa holder and if the concerned organization is found to have tolerated such acts;

(b) If a prosecuting authority in the United States advises the Department of State and/or the United States Mission that, but for a staff member's immunity, it would prosecute the staff member for a serious crime relating to the abuse or exploitation of a domestic worker, the Department's policy is to request a waiver of any applicable immunity and, in the absence of a waiver, to require the departure of the staff member of the United Nations and his or her dependants;

(c) The United Nations Secretariat is encouraged to implement internal policies to ensure adherence by staff members to the requirements regarding method of payment and retention of contracts and payment records. In that context, staff members are expected to retain all employment and payment records pertaining to

* The present circular will be in effect until further notice and complements ST/IC/2009/42, ST/IC/2012/7 and ST/IC/2013/30.

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their domestic employees under a G-5 visa and to make such documentation available upon request;

(d) Staff members are expected to pay any damages awarded by a court with jurisdiction over a case brought against them by their former domestic workers. After staff members are terminated, they are not immune from jurisdiction for matters relating to their employment of domestic workers because the acts comprising the employment of a domestic worker are not acts performed as a staff member and, thus, are not within the scope of residual immunity under article 39 (2) of the Vienna Convention on Diplomatic Relations.

3. The note provides details of domestic worker visa eligibility requirements, which include pre-notification, ability to pay, and contract requirements, as well as other required and recommended terms of employment. It also provides the procedure for registering a domestic worker upon arrival in the United States, making wage payments, updating written contracts and providing notification of termination.

Annex

Diplomatic note dated 3 July 2014 from the United States Mission to the United Nations addressed to the Secretariat

The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and has the honour to refer to its diplomatic notes HC-125-S-09 dated 23 October 2009, HC-18-S-12 dated 20 January 2012 and HC-99-S-13 dated 27 September 2013, which set forth the requirements regarding the employment of foreign domestic workers. The United States Mission wishes to remind the United Nations Secretariat of these requirements and to request that all staff members of the United Nations again be apprised of the Department of State's requirements relating to the hiring of domestic workers and the importance of all the staff members of the United Nations abiding by them.

The United States Mission would also like to take this opportunity to remind the United Nations Secretariat that a provision of the William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008 requires the Secretary of State to "suspend, for such period as the Secretary determines necessary, the issuance of A-3 visas or G-5 visas to applicants seeking to work for officials of a diplomatic mission or an international organization, if the Secretary determines that there is credible evidence that one or more employees of such mission or international organization have abused or exploited one or more non-immigrants holding an A-3 visa or a G-5 visa, and that the diplomatic mission or international organization tolerated such actions". A review by the Secretary of evidence of abuse or exploitation and the United Nations Organization's toleration of such abuse or exploitation would take many factors into account, potentially including United Nations Secretariat policies and record-keeping regarding the employment of domestic workers. The staff members of the United Nations should be advised that, in the United States, withholding a person's passport may be evidence of the crime of trafficking in persons or constitute a separate crime of unlawful conduct with respect to immigration documents. Under United States law, trafficking in persons includes the crime of subjecting someone to forced labour through restraint, force, threats of force or legal coercion (such as a threat to send a person to jail or to be deported), in order to obtain that person's labour.

In addition, the United States Mission wishes to remind the United Nations Secretariat of its policy regarding serious crimes. If a prosecuting authority in the United States advises the Department of State and/or the United States Mission that, but for a staff member's immunity, it would prosecute the staff member of the United Nations for a serious crime relating to the abuse or exploitation of a domestic worker, Department policy is to request a waiver of any applicable immunity and, in the absence of a waiver, to require the departure of the staff member of the United Nations and his or her dependants.

Since 2009, the Department has informed the United Nations Secretariat of its efforts to develop a framework to ensure the fair and equitable treatment of domestic workers and provided the United Nations Secretariat with information and guidance relating to the employment of such workers. The Department has also advised the United Nations Secretariat to take any and all measures necessary to ensure that staff members of the United Nations employing domestic workers respect the laws that relate to the treatment of these workers. It is essential that all

those who employ domestic workers comply with their contractual obligations and otherwise treat their workers in a fair and equitable manner. The United States Mission has made clear that it looks to the United Nations Secretariat to be responsible for the conduct of staff members of the United Nations and to ensure that staff members employing domestic workers respect all relevant requirements. Accordingly, the United Nations Secretariat is encouraged to implement internal policies to ensure adherence by staff members of the United Nations to the requirements outlined below regarding method of payment and retention of contracts and payment records. The United States Mission also recommends that the United Nations Secretariat maintain copies of signed contracts between its staff members and their domestic workers, and that the United Nations Secretariat be able to review such contracts as well as records of payments made, and hours worked, in the event that the Department receives serious allegations of a staff member's mistreatment of a domestic worker and seeks United Nations Secretariat assistance in gathering payment information.

The failure of the United Nations Secretariat to provide payment records to the Department and/or the United States Mission, if requested in the event of abuse allegations, would be brought to the Secretary's attention in any review he might undertake, pursuant to the William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008, regarding suspension of domestic worker visas for a particular staff member of the United Nations. Further, the failure to provide requested records regarding a staff member's employment of a domestic worker could result in a denial of a request by the staff member to replace a former domestic worker or to increase his or her existing domestic staff.

Consistent with the general expectation that staff members of the United Nations pay their just debts, staff members are expected to pay any judgement awarding damages by a court with jurisdiction over a case brought against them by their former domestic workers. In 2010, a United States appellate court determined that former staff members of the United Nations who enjoy immunity while accredited are not immune from jurisdiction for matters relating to their employment of domestic workers after the staff members are terminated, because the acts comprising the employment of a domestic worker are not acts performed as a staff member of the United Nations and, thus, are not within the scope of residual immunity under article 39 (2) of the Vienna Convention on Diplomatic Relations.

Domestic worker visa eligibility requirements

Pre-notification

In the United States Mission's diplomatic note HC-125-S-09 dated 23 October 2009, the United Nations Secretariat was informed of the requirement that any prospective domestic worker must be notified to the Department before the worker applies for a visa. This "pre-notification" requires the United Nations Secretariat to submit a "pre-notification of a domestic worker" form ("pre-notification form") addressed to UNDomesticWorkers@state.gov. The pre-notification form can be found on the United States Mission's website under the host country accreditation and registration section at www.usun.state.gov/about/host_aff/c32163.htm. The United States Mission must receive this notification prior to the issuance of a G-5 visa. The United Nations Secretariat should note that this pre-notification process does not guarantee the issuance of a G-5 visa, nor does it change other

non-immigrant visa eligibility requirements relating to such visas. The United States Mission wishes to advise that it accepts pre-notification forms with the understanding that the United Nations Secretariat has reviewed and authorized any such proposed employment by a staff member of the United Nations of a domestic worker.

Ability to pay

In addition, the United States Mission requires that G-5 visas not be issued unless the United States consular officer responsible for reviewing the visa application reasonably concludes that the staff member of the United Nations will be able to provide the required wages and working conditions (addressed below). Consular officers will presume that a prospective domestic worker will not be provided the legally required wages and working conditions if the staff member of the United Nations does not carry the diplomatic rank of Assistant Secretary-General or above. To overcome this presumption, a prospective employer not having the rank of Assistant Secretary-General or above must demonstrate to the consular officer that he or she has the financial ability to pay the salary and related travel expenses of the domestic worker as specified in the contract. Consideration is also given to the number of domestic workers a staff member of the United Nations may reasonably be able to pay.

Consular officers will also presume that a prospective domestic worker is not eligible for a G-5 visa if the staff member of the United Nations has had previous instances of non-compliance with the contract of G-5 employees, or has had a pattern of employee disappearance, or if the Department and/or the United States Mission has received reliable allegations of mistreatment or abuse by that employer. To overcome this presumption, the staff member must demonstrate to the consular officer that such an outcome is not likely to reoccur.

Contract

The United States Mission's diplomatic notes HC-125-S-09 dated 23 October 2009 and HC-18-S-12 dated 20 January 2012 further specified the terms of employment that must be included in a written employment contract between a staff member of the United Nations and his or her domestic worker. The contract must be in English; if the domestic worker does not understand English, the contract must also be in a language understood by the domestic worker. Two copies of the contract must be signed by both parties, and a copy of the signed contract in English must be provided to the consular officer when a domestic worker applies for a visa. If the domestic worker does not understand English, a copy of the contract in English and in a language understood by the domestic worker must be provided to the consular officer.

All contracts must include the following provisions:

- **Description of duties**. The contract must describe the work to be performed (e.g. housekeeping (light or heavy), cooking, gardening, child care (how many children)) and must also include a statement that the domestic worker shall work only for the employer who signed the contract and will not accept any other employment while working for the employer.

- **Hours of work**. The contract must state the time of the normal working hours and the number of hours per week. It is generally expected that domestic workers will be required to work 35 to 40 hours per week. It must also state that the domestic worker will be provided a minimum of one full day off each week. The contract must indicate the number of paid national holidays, sick days and vacation days the domestic worker will be provided.

- **Wage rate**. The contract must state the hourly wage to be paid to the domestic worker. The rate must be the greater of the minimum wage under United States federal and state law or the prevailing wage for all working hours. Domestic workers in the New York City metro area must currently be paid a minimum of $10.32 per hour and overtime for all hours worked above 40 hours per week unless the domestic worker lives in the employer's residence. In such cases, the domestic worker must be paid an overtime wage for all hours worked above 44 hours per week. The contract must state that wages will be paid to the domestic worker either weekly or biweekly. No deductions may be taken from wages for lodging, medical care, medical insurance, travel or food. Changes to the prevailing wage will be notified to the United Nations Secretariat in the form of a diplomatic note. Upon receipt, all contracts must be amended to reflect the new prevailing wage rate.

- **Overtime work**. The contract must state that any hours worked in excess of the normal number of hours worked per week (35-40 hours, except as noted above) are considered overtime hours, and that hours in which the employee is "on call" count as work hours. It must also state that such overtime work must be paid as required by United States local laws.

- **Method of payment**. The contract must state that after the first 90 days of employment, all wage payments must be made by cheque or by electronic fund transfer to a bank account in the domestic worker's name only. Neither staff members of the United Nations nor their family members should have access to domestic worker bank accounts.

- **Transportation to and from the United States**. The contract must state that the employer will pay for all travel costs related to the employment of the domestic worker, which include transportation to the United States to begin employment, transportation from the United States when employment has concluded, and travel expenses related to any trips where the domestic worker has been asked to accompany the employer's family.

- **Tax payments**. The employer shall ensure that all of his/her domestic workers having G-5 visa status have sufficient information regarding wages and other payments or withholdings made to any tax or other government authorities in order to enable such domestic workers to properly prepare and file any required tax or other forms required to be filed by such authorities. The employer shall ensure that any forms required to be filed by the employer to any such tax or other governmental authorities on behalf of such domestic workers have been prepared and filed appropriately and in a timely manner. Unless such domestic workers having G-5 visa status are from a country with which the United States of America has a totalization/social security agreement providing that such workers are not required to participate in the United States social security programme or unless the staff member of the United Nations is otherwise exempt, the employer shall pay the employer's

portion of social security taxes and Medicare and any other required federal, state or local taxes or contributions, including federal and state unemployment insurance and workers compensation insurance on all wages actually paid, which shall not be less than the applicable minimum or prevailing wage. Unless otherwise paid by the employer, the domestic worker shall pay the employee's portion of social security and all federal, state and local taxes in connection with his/her income.

- **Other required terms of employment**. The contract must state that the employer agrees to abide by appropriate federal, state and local laws in the United States. The contract must also include a statement that the domestic worker's passport, visa and any I-94 card will be in the sole possession of the domestic worker and that a copy of the employment contract and other personal property of the domestic worker will not be withheld by the employer for any reason. Such personal property may include, but is not limited to, bank cards or statements, computers and cell phones. The contract should also include a statement that the domestic worker's presence in the employer's residence will not be mandated except during working hours. Any modification to the contract must be in writing.

- **Other recommended terms of employment**. The contract may also include additional terms of employment agreed upon, if any, provided they are fully consistent with all applicable United States federal, state and local laws.

Domestic worker arrival in the United States

Once a domestic worker has arrived in the United States and begun his or her employment, the staff member of the United Nations must register the domestic worker by submitting a clarification of status of household employee and arrival notice (form P.312A) to the Visa Committee and the Travel and Transportation Section of the United Nations Secretariat within five days of entry into the United States. A signed copy of the employment contract in English must be submitted to the Visa Committee.

Domestic worker wage payments

In compliance with the contractual terms above, the staff members of the United Nations employing domestic workers are required to make wage payments to domestic workers by cheque or electronic fund transfer to the domestic worker's bank account within 90 days of commencement of employment (cash payments with a receipt are permissible only within the first 90 days of employment).

Staff members of the United Nations are also required to retain records of employment and proof of wage payments made and to include a copy of the signed contract, weekly records of the number of hours worked, and proof of the payments made in connection to that work (e.g. cancelled cheque or electronic fund transfers, or signed receipts of cash payments during the first 90 days of employment). To avoid possible misunderstanding, all employers must maintain these records for the duration of the domestic worker's employment plus three years after.

Updating written contracts

Staff members of the United Nations employing domestic workers are required to update contracts, in writing, to reflect any changes to previously agreed information between the employee and employer to ensure that the contract is fully consistent with United States government requirements and all current United States federal, state and local laws.

Notification of termination

Staff members of the United Nations must notify the Visa Committee when a domestic worker has ended his or her term of employment and whether he or she has departed the United States. Submission of notifications of termination of domestic workers who have left the employment of staff members of the United Nations will relieve employers of their responsibility for such workers.

United Nations ST/IC/2014/20*

Secretariat

1 August 2014

Information circular**

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Designation of duty stations for purposes of rest and recuperation**

1. In accordance with administrative instruction ST/AI/2011/7 and Amend.1 and 2, on rest and recuperation, and following inter-agency consultations, the Office of Human Resources Management approves the Secretariat duty stations that qualify for rest and recuperation, the frequencies thereof and the designation of rest and recuperation destinations. The annex to the present circular contains the list of duty stations approved for rest and recuperation purposes effective as from 1 July 2014.

2. In duty stations where the rest and recuperation frequency has been reduced, the new cycle takes effect immediately. In duty stations where the frequency of rest and recuperation has been prolonged (from 4 to 6 weeks, from 6 to 8 weeks or from 8 to 12 weeks) or where it has been discontinued, staff members or eligible individuals who have already started accruing qualifying service prior to 1 July 2014 may avail themselves of rest and recuperation after completing the period of qualifying service previously in effect. Upon the return of the staff member or other eligible individuals to the duty station, the new frequency shall apply.

3. Should security or severe hardship conditions improve or deteriorate at specific duty stations during the course of the year, the duration of the period of qualifying service (frequency) may be adjusted by the Office of Human Resources Management following inter-agency consultations. Similarly, significant changes in a duty station environment may result in the approval or discontinuation of rest and recuperation.

* Reissued for technical reasons on 25 August 2014.

** Expiration date of the present information circular: 31 December 2014.

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Annex

Consolidated list of duty stations[a] approved by the Office of Human Resources Management for rest and recuperation purposes (effective as from 1 July 2014)

Duty station	*Frequency*	*Rest and recuperation destination*
Afghanistan		
Entire country	6 weeks	Dubai
Algeria		
Tindouf	8 weeks	Las Palmas
Burkina Faso		
Dori	12 weeks	Ouagadougou
Burundi		
Makamba, Ngozi	12 weeks	Nairobi
Central African Republic		
Entire country	6 weeks	Yaoundé
Chad		
Abeche, Farchana, Goz Beida, Mao, N'Djamena, Sarh	8 weeks	Addis Ababa
Colombia		
Quibdo	12 weeks	Bogota
Côte d'Ivoire		
Entire country except Abidjan and Yamoussoukro	8 weeks	Accra
Democratic Republic of the Congo		
Aru, Beni, Bukavu, Bunia, Butembo, Dungu, Goma, Kalemie, Mahagi, Uvira	6 weeks	Entebbe
Bandundu, Gemena, Kamina, Kananga, Kindu, Kisangani, Matadi, Mbandaka, Mbuji-Mayi	8 weeks	Entebbe
Kinshasa, Lubumbashi	12 weeks	Entebbe
Democratic People's Republic of Korea		
Pyongyang	8 weeks	Beijing

[a] Reflects duty stations with a presence of Secretariat staff members. Specialized agencies, funds and programmes issue organization-specific lists.

Duty station	*Frequency*	*Rest and recuperation destination*
Ethiopia		
Kebridehar	6 weeks	Addis Ababa
Jijiga	8 weeks	Addis Ababa
Gaza		
Gaza (entire, from 5 July 2014)	6 weeks	Amman
Gaza (entire, from 1 to 4 July 2014)	8 weeks	Amman
Guinea		
Nzerekore	12 weeks	Dakar
Guinea-Bissau		
Bissau	12 weeks	Dakar
Haiti		
Entire country	8 weeks	Santo Domingo
Indonesia		
Jayapura	12 weeks	Jakarta
Iraq		
Baghdad, Basra, Kirkuk	4 weeks	Amman
Erbil	8 weeks	Amman
Kenya		
Dadaab	6 weeks	Nairobi
Kyrgyzstan		
Osh	8 weeks	Istanbul
Liberia		
Entire country	8 weeks	Accra
Libya		
Entire country	6 weeks	Malta
Mali		
Gao, Kidal, Tessalit	4 weeks	Dakar
Tombouctou	6 weeks	Dakar
Bamako, Kayes, Mopti	8 weeks	Dakar

Duty station	*Frequency*	*Rest and recuperation destination*
Mauritania		
Nema	8 weeks	Nouakchott
Myanmar		
Myitkyina (Kachin State), Sittwe	12 weeks	Yangon
Niger		
Diffa, Maradi, Tahoua, Zinder	12 weeks	Niamey
Nigeria		
Kaduna	8 weeks	Accra
Pakistan		
Peshawar, Quetta	6 weeks	Dubai
Islamabad, Karachi, Lahore	8 weeks	Dubai
Papua New Guinea		
Port Moresby	12 weeks	Brisbane
Philippines		
Cotabato City, Guian, Ormoc, Roxas, Tacloban, Zamboanga City	8 weeks	Manila
Serbia		
Kosovska Mitrovica	12 weeks	Ljubljana
Somalia		
Baidoa, Beledweyne, Boosaaso, Dolow, Gaalkacyo, Garoowe, Kismaayo, Mogadishu	4 weeks	Nairobi
Hargeysa	6 weeks	Nairobi
South Sudan		
Akobo, Akon, Aweil, Bentiu, Bor, Boro Medina, Bunj, Ezo, Gendrassa, Gok Machar, Jamam, Juba, Kwacjok, Maban, Malakal, Maridi, Melut, Nasser, Paryang, Pibor, Pulmok, Renk, Rumbek, Tambura, Turalei, Yida, Yirol, Yuai	6 weeks	Entebbe
Rest of the country	8 weeks	Entebbe
Sri Lanka		
Kilinochchi	8 weeks	Colombo

Duty station	*Frequency*	*Rest and recuperation destination*
Sudan		
Abyei, Buram (S. Darfur), Ed Al Fursan (S. Darfur), El Da'ein (Darfur), El Fasher (Darfur), El Geneina (Darfur), Forobaranga (W. Darfur), Garzilla (W. Darfur), Gereida (S. Darfur), Habila (W. Darfur), Kabkabiya (Darfur), Kadugli, Kass, Khor Abeche (S. Darfur), Khor Omer, Kulbus (Darfur), Kutum (Darfur), Labado (S. Darfur), Mallit (N. Darfur), Marla (S. Darfur), Masteri (W. Darfur), Mornie (W. Darfur), Muglad (Southern Kordofan), Mukjar (Darfur), Nertiti (W. Darfur), Nyala (Darfur), Saraf Omra/Umra (N. Darfur), Shangil Tobaya (N. Darfur), Sheiria (S. Darfur), Um Kaddada (N. Darfur), Zalingei (Darfur), Zam Zam (N. Darfur)	6 weeks	Entebbe
Ed Damazin	8 weeks	Entebbe
Port Sudan	12 weeks	Entebbe
Syrian Arab Republic		
Entire country	4 weeks	Amman
Turkey		
Antakya	8 weeks	Ankara
Uganda		
Moroto	8 weeks	Kampala
Kitgum	12 weeks	Kampala
Ukraine		
Donetsk	8 weeks	Kiev
West Bank		
Ramallah	8 weeks	Amman
Yemen		
Aden, Haradh, Sa'ada, Sana'a	6 weeks	Larnaca

United Nations ST/IC/2014/20/Add.1

Secretariat

2 September 2014

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Designation of duty stations for purposes of rest and recuperation**

1. Further to the issuance of information circular ST/IC/2014/20, dated 1 August 2014, please be advised that the Office of Human Resources Management approves a rest and recuperation frequency of eight weeks for Goré, Chad, effective 1 July 2014.

2. Should security or severe hardship conditions improve or deteriorate at specific duty stations during the course of the year, the duration of the period of qualifying service (frequency) may be adjusted by the Office of Human Resources Management following inter-agency consultations. Similarly, significant changes in a duty station environment may result in the approval or discontinuation of rest and recuperation.

* Expiration date of the present information circular: 31 December 2014.

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Annex

Consolidated list of duty stations[a] approved by the Office of Human Resources Management for rest and recuperation purposes (effective as from 1 July 2014)

Duty station	*Frequency*	*Rest and recuperation destination*
Afghanistan		
Entire country	6 weeks	Dubai
Algeria		
Tindouf	8 weeks	Las Palmas
Burkina Faso		
Dori	12 weeks	Ouagadougou
Burundi		
Makamba, Ngozi	12 weeks	Nairobi
Central African Republic		
Entire country	6 weeks	Yaoundé
Chad		
Abeche, Farchana, Goré, Goz Beida, Mao, N'Djamena, Sarh	8 weeks	Addis Ababa
Colombia		
Quibdo	12 weeks	Bogota
Côte d'Ivoire		
Entire country except Abidjan and Yamoussoukro	8 weeks	Accra
Democratic Republic of the Congo		
Aru, Beni, Bukavu, Bunia, Butembo, Dungu, Goma, Kalemie, Mahagi, Uvira	6 weeks	Entebbe
Bandundu, Gemena, Kamina, Kananga, Kindu, Kisangani, Matadi, Mbandaka, Mbuji-Mayi	8 weeks	Entebbe
Kinshasa, Lubumbashi	12 weeks	Entebbe
Democratic People's Republic of Korea		
Pyongyang	8 weeks	Beijing

[a] Reflects duty stations with a presence of Secretariat staff members. Specialized agencies, funds and programmes issue organization-specific lists.

Duty station	*Frequency*	*Rest and recuperation destination*
Ethiopia		
Kebridehar	6 weeks	Addis Ababa
Jijiga	8 weeks	Addis Ababa
Gaza		
Gaza (entire, from 5 July 2014)	6 weeks	Amman
Gaza (entire, from 1 to 4 July 2014)	8 weeks	Amman
Guinea		
Nzerekore	12 weeks	Dakar
Guinea-Bissau		
Bissau	12 weeks	Dakar
Haiti		
Entire country	8 weeks	Santo Domingo
Indonesia		
Jayapura	12 weeks	Jakarta
Iraq		
Baghdad, Basra, Kirkuk	4 weeks	Amman
Erbil	8 weeks	Amman
Kenya		
Dadaab	6 weeks	Nairobi
Kyrgyzstan		
Osh	8 weeks	Istanbul
Liberia		
Entire country	8 weeks	Accra
Libya		
Entire country	6 weeks	Malta
Mali		
Gao, Kidal, Tessalit	4 weeks	Dakar
Tombouctou	6 weeks	Dakar
Bamako, Kayes, Mopti	8 weeks	Dakar

Duty station	*Frequency*	*Rest and recuperation destination*
Mauritania		
Nema	8 weeks	Nouakchott
Myanmar		
Myitkyina (Kachin State), Sittwe	12 weeks	Yangon
Niger		
Diffa, Maradi, Tahoua, Zinder	12 weeks	Niamey
Nigeria		
Kaduna	8 weeks	Accra
Pakistan		
Peshawar, Quetta	6 weeks	Dubai
Islamabad, Karachi, Lahore	8 weeks	Dubai
Papua New Guinea		
Port Moresby	12 weeks	Brisbane
Philippines		
Cotabato City, Guian, Ormoc, Roxas, Tacloban, Zamboanga City	8 weeks	Manila
Serbia		
Kosovska Mitrovica	12 weeks	Ljubljana
Somalia		
Baidoa, Beledweyne, Boosaaso, Dolow, Gaalkacyo, Garoowe, Kismaayo, Mogadishu	4 weeks	Nairobi
Hargeysa	6 weeks	Nairobi
South Sudan		
Akobo, Akon, Aweil, Bentiu, Bor, Boro Medina, Bunj, Ezo, Gendrassa, Gok Machar, Jamam, Juba, Kwacjok, Maban, Malakal, Maridi, Melut, Nasser, Paryang, Pibor, Pulmok, Renk, Rumbek, Tambura, Turalei, Yida, Yirol, Yuai	6 weeks	Entebbe
Rest of the country	8 weeks	Entebbe
Sri Lanka		
Kilinochchi	8 weeks	Colombo

Duty station	*Frequency*	*Rest and recuperation destination*
Sudan		
Abyei, Buram (S. Darfur), Ed Al Fursan (S. Darfur), El Da'ein (Darfur), El Fasher (Darfur), El Geneina (Darfur), Forobaranga (W. Darfur), Garzilla (W. Darfur), Gereida (S. Darfur), Habila (W. Darfur), Kabkabiya (Darfur), Kadugli, Kass, Khor Abeche (S. Darfur), Khor Omer, Kulbus (Darfur), Kutum (Darfur), Labado (S. Darfur), Mallit (N. Darfur), Marla (S. Darfur), Masteri (W. Darfur), Mornie (W. Darfur), Muglad (Southern Kordofan), Mukjar (Darfur), Nertiti (W. Darfur), Nyala (Darfur), Saraf Omra/Umra (N. Darfur), Shangil Tobaya (N. Darfur), Sheiria (S. Darfur), Um Kaddada (N. Darfur), Zalingei (Darfur), Zam Zam (N. Darfur)	6 weeks	Entebbe
Ed Damazin	8 weeks	Entebbe
Port Sudan	12 weeks	Entebbe
Syrian Arab Republic		
Entire country	4 weeks	Amman
Turkey		
Antakya	8 weeks	Ankara
Uganda		
Moroto	8 weeks	Kampala
Kitgum	12 weeks	Kampala
Ukraine		
Donetsk	8 weeks	Kiev
West Bank		
Ramallah	8 weeks	Amman
Yemen		
Aden, Haradh, Sa'ada, Sana'a	6 weeks	Larnaca

United Nations ST/IC/2014/21

Secretariat

25 July 2014

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Hourly wage for household employees on G-5 visas**

1. The purpose of the present circular is to inform staff members who hold a G-4 visa and employ a household employee to whom a G-5 visa has been granted of a diplomatic note received from the United States Mission to the United Nations (see annex). The note concerns changes to the minimum hourly wage to be paid to such household employees.

2. The United States Mission advises the Secretariat that the Department of Labor's prevailing wage statistics for domestic workers have been updated for the period until June 2015. The prevailing hourly wage has been established at $10.02 per hour for the New York City metropolitan area, exceeding the federal minimum wage of $7.25 per hour and the New York State minimum wage of $8.00 per hour.

3. The United States Mission also advises that, for all hours worked, personal servants, attendants and domestic workers who are in the United States in non-immigrant G-5 visa status must be paid the greater of the minimum wage under United States federal and state laws or the prevailing wage in the location where they are employed. All domestic employees on G-5 visas in the New York City metropolitan area must therefore be paid according to the prevailing wage, which is a minimum of $10.02 per hour for all hours worked. All new contracts between domestic workers and their employers must reflect at least the minimum hourly wage established for the New York City metropolitan area.

4. In addition, the United States Mission reiterates that it is not permissible to withhold from wages any amount for meals, housing or other expenses, such as the provision of medical care, medical insurance or travel.

* The present circular, which will be in effect until further notice supersedes ST/IC/2013/30.

Annex

Diplomatic note dated 25 July 2014 from the United States Mission to the United Nations addressed to the Secretariat

The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and has the honour to refer to its diplomatic note HC-59-S-14 dated 3 July 2014 (available from http://usun.state.gov/about/host_aff/c32857.htm) regarding the employment of domestic workers who are in the United States in non-immigrant A-3 or G-5 status. The Secretariat will note that for all hours worked, such domestic workers must be paid the greater of the minimum wage under United States federal or state law or the prevailing wage in the location (city and state) of the residence where the domestic worker is employed.

The United States Mission wishes to inform the Secretariat that the Department of Labor's prevailing wage statistics for domestic workers have been updated for the period until June 2015. The current prevailing wage rates for domestic workers in the United States can be found online at the Foreign Labor Certification Data Center website (www.flcdatacenter.com) by using the Search Wizard and selecting the applicable state or territory, then occupation 37-2012, "Maids and Housekeeping Cleaners".

The Level One prevailing hourly wage for "Maids and Housekeeping Cleaners" is now $10.02 per hour in the New York City area. This amount exceeds the federal minimum wage of $7.25 per hour and the New York State minimum wage of $8.00. Therefore, domestic workers employed in residences in the New York City metropolitan area must be paid in accordance with the prevailing wage rates noted above. In addition, all new contracts between domestic workers and their employers must reflect the updated wage amounts, and all existing contracts already in effect must be amended to reflect the updated wage amounts, with the changes initialled by both the domestic worker and the employer.

The United States Mission also wishes to remind the Secretariat that the Department of State has determined that providing meals and housing to domestic workers is for the benefit of the employer and, thus, has advised the Secretariat that it is not permissible for the employer to withhold any amount for meals and housing from the domestic worker's wages. Further, the United States Mission does not allow deductions from wages for any other expenses, such as the provision of medical care, medical insurance or travel. The United States Mission therefore recommends that United Nations personnel be advised that, if they have entered into contracts and/or payment practices with domestic workers that provide for deductions from wages, such contracts and/or practices must immediately be amended.

United Nations ST/IC/2014/22

Secretariat

18 August 2014

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Working hours during the sixty-ninth session of the General Assembly for staff members at United Nations Headquarters**

1. In accordance with rule 1 of the rules of procedure of the General Assembly, as amended by Assembly resolution 57/301, the sixty-ninth session of the Assembly will open on Tuesday, 16 September 2014. Accordingly, from 16 September 2014 until the last day of the main part of the regular session of the Assembly, normal working hours will be eight and a half hours per day for staff members based in New York.

2. In accordance with Secretary-General's Bulletin ST/SGB/2003/4, heads of departments or offices may authorize flexible working arrangements, subject to exigencies of service. Essential services must be maintained at all times to best meet the requirements of the General Assembly.

3. From the day following the last day of the main part of the sixty-ninth session of the General Assembly until further notice, normal working hours will again be eight hours per day.

* Expiration date of the present information circular: 31 December 2014.

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United Nations ST/IC/2014/23

Secretariat

9 September 2014

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to United Nations Headquarters during the sixty-ninth session of the General Assembly**

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as arrangements with respect to parking, catering facilities and commercial operations, during the sixty-ninth session of the General Assembly. **Please note that the specific information concerning the security arrangements for the special session of the General Assembly on the follow-up to the Programme of Action of the International Conference on Population and Development, to be held on 22 September 2014; the high-level meeting of the General Assembly to be known as the World Conference on Indigenous Peoples, to be held on 22 and 23 September; the Secretary-General's summit on climate change, to be held on 23 September; the general debate of the sixty-ninth session, to be held from 24 to 30 September; and the treaty events ending on 1 October 2014, will be released in a separate information circular.**

Admission to Headquarters buildings

2. Staff members, affiliates and accredited media representatives will be admitted to the United Nations Headquarters premises only upon the presentation of a valid United Nations grounds pass or laissez-passer.

3. In the interest of ensuring the safety of all concerned, it is important to maintain the integrity of the United Nations grounds pass because of the access allowed to its bearer.

4. All authorized pass holders are reminded that their United Nations-issued grounds pass is solely for the use of the bearer to whom it has been issued and that it cannot be transferred or given to any other person to use. Any United Nations grounds pass found to have been used in any manner other than that for which it was intended will be confiscated by Security. Staff members, members of delegations and other persons who are entitled to gain access to the premises will be admitted to

* Expiration date of the present information circular: 15 September 2015.

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Headquarters only upon the presentation of a valid United Nations grounds pass or laissez-passer. All persons holding such cards are reminded that, in accordance with Secretary-General's bulletin ST/SGB/259 of 2 July 1993, they must wear their grounds passes at all times in a visible manner while on the premises.

5. It is the responsibility of staff members to ensure that their grounds passes are valid. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on First Avenue at 45th Street (First Avenue entrance), upon the presentation of an application signed by an authorized person from the staff member's executive office/administrative unit. Staff members who arrive without their grounds passes will be directed to the information and reception desk, which will be temporarily located in the lobby of the UNITAR Building, to obtain a day pass upon the verification of the staff member's identity. The entrance of the UNITAR Building is located on 45th Street between First and Second Avenues. The hours of operation of the information and reception desk are from 9 a.m. to 5.30 p.m.

Access at the 42nd, 46th and 47th Street entrances during the general debate and the treaty events (24 September-1 October)

6. During the general debate, members of delegations, staff members, including those bearing only the United Nations laissez-passer, and resident correspondents using the main cafeteria, the Library Building or the Secretariat Building will continue to have access through the entrance on First Avenue at 42nd Street.

7. Owing to the heightened security arrangements in effect, the entrance and screening area at 46th Street will be used by interns, affiliates and representatives of non-governmental organizations with secondary special event passes issued by the sponsor of the event or the non-governmental organization liaison office.

8. Delegates below the level of permanent representative with or without Protocol passes will use the crossing at First Avenue and 46th Street to gain access to the Headquarters premises at the 46th Street entrance, and will pass through screening before they gain access to the General Assembly Hall. Participants with special event passes are also required to use the 46th Street entrance and pass through screening before being allowed access to the Headquarters premises.

9. Members of the media, including resident correspondents with equipment, will be required to use the 47th Street entrance, where they will be required to pass through screening.

10. Prior arrangements will have to be made by members of the media and affiliates in order to have access to the premises after regular working hours through the standard procedure of notifying the Security Operations Centre at extension 3-6666.

11. Please be aware that all large packages brought onto the premises at all entry points will be subject to security inspection. Staff members and other United Nations-accredited personnel are therefore discouraged from bringing unnecessary packages onto the premises.

12. Bicycles and portable personal carriers are not permitted on the premises. Temporary bicycle racks will be made available outside the secured perimeter.

Closure of First Avenue and pedestrian crossing points

13. It is anticipated that from Monday, 22 September, to Saturday, 27 September, the area in front of the United Nations along First Avenue from 42nd Street to 48th Street will be closed to all vehicular traffic except escorted motorcades. Delegates and staff members may cross First Avenue at 42nd, 46th or 49th Street upon the presentation of their United Nations grounds passes. In addition, staff members, delegates and other individuals with authorized access to the Headquarters premises who have business in the Secretariat Building and are not part of the general debate will need to use the 42nd Street entrance.

14. The pedestrian crossing points on First Avenue will be closed for brief periods throughout the day owing to the arrival and departure of motorcades. During such intermittent closings, pedestrian traffic will be suspended until the motorcade enters or departs from the Headquarters premises. All are kindly reminded to allow for extra time when walking to the Headquarters premises.

Access to restricted areas

15. In accordance with established procedures, the General Assembly Hall and surrounding areas are reserved for members of delegations and United Nations staff members conducting official business in those areas. In all cases, valid United Nations grounds passes will be required. Representatives of non-governmental organizations will not have access to the restricted areas, and their access to meetings at Headquarters will be honoured upon the verification of a valid United Nations grounds pass and an appropriate special event pass for the meeting.

16. Access to the General Assembly area will be permitted only upon the presentation of the appropriate secondary pass or a special event pass indicating the General Assembly area, together with a United Nations grounds pass. Secondary passes will be issued by the Pass and Identification Unit to executive offices/administrative units in accordance with the agreed arrangements. Grounds passes and secondary passes are subject to verification by security officers and must be worn prominently on the outer clothing of the bearer at all times.

Access for members of the media

17. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly Building or the Conference Building must use the media entrance on First Avenue at 47th Street and present a valid United Nations grounds pass in order to gain access to the premises. Resident correspondents without equipment may wish to use the entrance on First Avenue at 42nd Street or the pedestrian entrance on First Avenue at 46th Street, with their United Nations-issued grounds passes.

18. Please note that members of the media must be escorted by staff of the Media Accreditation and Liaison Unit at all times when gaining access to the Conference and General Assembly Buildings.

Admission of non-United Nations persons after the general debate period

19. Visitors and guests are not allowed to enter the United Nations Headquarters premises during the period of the general debate, but will be welcome back on

2 October. Upon entry, an information assistant will verify all appointments by contacting the respective staff member, who is required to meet his or her parties and sign them in. Furthermore, staff members must escort their visitors and guests at all times while they are on the United Nations premises. Visitors and guests, including children over the age of 17, will be required to submit a personal identification card bearing a photograph to the security officer stationed at the information and reception desk. In order to avoid any inconvenience, visitors and guests should be informed in advance that photo identification will be required.

20. While bicycles are prohibited on the premises during the high-level events, they will be allowed as from 2 October and will be subject to security screening prior to entering the premises.

Traffic in the Secretariat Circle and through the 43rd Street gate

21. The very limited operating space of the Secretariat Circle and delegates roadway areas requires strict controls in respect of access to these areas in order to facilitate safety and to avoid undue obstructions and delays of delegation vehicles and other high-level government officials and motorcades. Vehicular access to the premises through the gate on First Avenue at 43rd Street will continue to be restricted to:

(a) Mission vehicles conveying permanent representatives, deputy permanent representatives or heads of delegation for observers to the United Nations and VIPs from national Governments accredited by Protocol;

(b) Mission vehicles conveying visiting senior officials of national Governments that have made arrangements with the Security Events Planning Unit of the Security and Safety Service;

(c) Host country law enforcement escorted motorcades;

(d) Other special category vehicles authorized by the Security and Safety Service.

22. Depending on meeting schedules and traffic patterns during the high-level meetings to be held from 22 to 26 September 2014, vehicles may periodically be restricted from entering the Secretariat Circle from the garage to exit the premises via the 45th or 43rd Street gate. The regular traffic pattern permitting authorized vehicles to exit the Secretariat Circle through the 45th Street gate from 9 a.m. until 7 p.m. on weekdays will resume on Monday, 29 September 2014.

Parking

23. Parking for staff members in the garage will be limited to those who possess a regular parking permit. Parking permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked within the Headquarters premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of a valid United Nations grounds pass will be required to depart the vehicle at the appropriate checkpoint before the vehicle enters the premises.

24. All vehicles entering the garage are subject to search. It would therefore be appreciated if staff members were to limit the quantity of items carried in their vehicles in order to facilitate and expedite the security clearance process.

Pass and Identification Unit — UNITAR Building

25. In preparation for the sixty-ninth session of the General Assembly, the Pass and Identification Unit, located in room U-100 on the ground floor of the UNITAR Building, at the corner of First Avenue and 45th Street, will be open to staff members and members of delegations. Representatives of non-governmental organizations requesting annual passes will also be assisted there. Temporary non-governmental organization passes will not be issued from 15 September 2014 until the end of the general debate. Members of the media will be assisted with accreditation in the North Lawn Building after passing through the screening located at the 47th Street entrance.

26. The days and hours of operation of the Pass and Identification Unit are normally Monday to Friday from 9 a.m. to 4.30 p.m. During the period of the high-level meetings of the General Assembly and the general debate, however, additional days and hours of operation will be as follows:

Date	*Hours of operation*
Saturday, 13 September	9 a.m. to 5 p.m.
Sunday, 14 September	9 a.m. to 5 p.m.
Monday, 15 September	9 a.m. to 6 p.m.
Tuesday, 16 September	9 a.m. to 6 p.m.
Wednesday, 17 September	9 a.m. to 6 p.m.
Thursday, 18 September	9 a.m. to 6 p.m.
Friday, 19 September	9 a.m. to 6 p.m.
Saturday, 20 September	10 a.m. to 6 p.m.
Sunday, 21 September	10 a.m. to 6 p.m.
Monday, 22 September	8 a.m. to 6 p.m.
Tuesday, 23 September	8 a.m. to 6 p.m.
Wednesday, 24 September	8 a.m. to 6 p.m.
Thursday, 25 September	8 a.m. to 6 p.m.
Friday, 26 September	8 a.m. to 6 p.m.
Saturday, 27 September	9 a.m. to 1 p.m.
Sunday, 28 September	Closed
Monday, 29 September	8.30 a.m. to 6 p.m.
Tuesday, 30 September	9 a.m. to 4.30 p.m.
Wednesday, 1 October	9 a.m. to 4.30 p.m.

27. Beginning Thursday, 2 October 2014, all pass and identification operations will return to normal and the hours of operation will be from 9 a.m. to 4.30 p.m.

Dining room, other catering facilities and commercial operations

28. The hours of operation of the various facilities during the sixty-ninth session of the General Assembly will be as follows:

Main Cafeteria (South Annex, 1st floor)

Monday-Friday	8.30 a.m.-4 p.m.

Vending machine station (1st Floor Conference Building; Library Building, 1st basement — Visitor's Centre)

Seven days a week	Available 24 hours

Delegates Dining Room

Monday-Friday	11.30 a.m.-2.30 p.m.

From 2 October, the lunch buffet is open to the public.

Gift Centre (Library Building, 1st basement)

Monday-Friday	9 a.m.-5.30 p.m.

United Nations Postal Administration stamp counter (Library Building, 1st basement)

Monday-Friday	9 a.m.-5.30 p.m.

Bookshop (Library Building, 1st basement)

Monday-Friday	9.30 a.m.-5.30 p.m.

United Nations ST/IC/2014/34

Secretariat

9 September 2014

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to United Nations Headquarters during the special session of the General Assembly on the follow-up to the Programme of Action of the International Conference on Population and Development beyond 2014, to be held on 22 September, the World Conference on Indigenous Peoples, to be held on 22 and 23 September, the climate change summit to be held on 23 September, the period of the general debate, from 24 to 30 September, and the treaty events ending on 1 October 2014**

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises during the special session of the General Assembly on the follow-up to the Programme of Action of the International Conference on Population and Development beyond 2014, to be held on 22 September, the World Conference on Indigenous Peoples, to be held on 22 and 23 September, the climate change summit to be held on 23 September, the period of the general debate, from 24 to 30 September, and the treaty events ending on 1 October 2014. Owing to heightened security measures throughout New York City and at Headquarters, the section of First Avenue in front of the United Nations will be closed to vehicular traffic from Monday, 22 September, to Saturday, 27 September 2014. As conditions permit, this restriction may be eased by the host country law enforcement authorities. At the present time, it is expected that on the weekend of 20 and 21 September, First Avenue will be open to vehicular traffic.

2. The United Nations will be closed to the public from 4 p.m. on Sunday, 21 September, until close of business on Wednesday, 1 October 2014. During this period, guided tours will be suspended. While the premises are closed to the public, staff members are requested to schedule appointments with visitors and guests at locations away from the Headquarters site. The premises will reopen to the public on Thursday, 2 October 2014, when guided tours will resume a regular schedule.

3. During the same period, individuals holding retiree passes, temporary

* Expiration date of the present information circular: 6 October 2014.

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(non-photo) passes, recreational club passes or courtesy passes (with the exception of Protocol courtesy passes and gold courtesy passes), as well as outside messengers, will not be admitted to the United Nations Headquarters premises. This should be taken into account when scheduling all appointments and meetings during the period indicated. Since access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in that regard.

4. Please be aware that all large packages brought onto the premises at all entry points will be subject to security inspection. Staff members and other United Nations-accredited personnel are therefore discouraged from bringing unnecessary packages onto the premises.

5. Bicycles and portable personal carriers are not permitted on the premises during the period of heightened security.

Admission to Headquarters buildings

6. Staff members, members of delegations and other persons who are entitled to access the United Nations Headquarters premises will be admitted only upon the presentation of a valid United Nations grounds pass or laissez-passer. In view of the need for heightened security measures, all are kindly reminded that the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993, on the wearing of grounds passes, will be strictly enforced.

7. In the interest of ensuring the safety of all concerned, it is important to maintain the integrity of the United Nations grounds passes because of the access that they allow to their bearers.

8. All authorized pass holders are reminded that the United Nations grounds pass is solely for the use of the bearer to whom it is issued and cannot be transferred or given to any other person to use. United Nations grounds passes found to be used in any other manner than for which they were intended will be confiscated by security personnel.

9. It is the responsibility of staff members to ensure that their grounds passes are valid. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on First Avenue at 45th Street (entrance on First Avenue), upon the presentation of an application signed by an authorized signatory from the staff member's executive office/administrative unit. Staff members who arrive without their grounds passes will be directed to the information and reception desk that will be temporarily relocated to the lobby of the UNITAR Building (entrance on 45th Street), to obtain a day pass upon the verification of the staff member's identity. The UNITAR Building is located on 45th Street between First and Second Avenues. The hours of operation of the information desk are from 9 a.m. to 5.30 p.m.

Admission of non-United Nations persons

10. Visitors and guests are restricted from entering the United Nations Headquarters premises during the period of the general debate but are welcome back on 2 October.

11. For the period of the high-level meetings and the general debate, the information and reception desk in the lobby of the Secretariat Building will be

relocated to the lobby of the UNITAR Building, located on 45th Street between First and Second Avenues, as indicated in paragraph 9 above.

Closure of First Avenue and pedestrian crossing points

12. It is anticipated that from Monday, 22 September, to Saturday, 27 September, the area in front of the United Nations along First Avenue from 42nd Street to 48th Street will be closed to all vehicular traffic, with the exception of escorted motorcades.

13. During this period, delegates and staff members may cross First Avenue at 42nd Street or 46th Street upon presentation of their United Nations grounds passes.

14. On Monday, 22 September, between 7 a.m. and 11 a.m. representatives of non-governmental organizations with both United Nations issued grounds passes and special events passes, including those with disabilities requiring additional assistance, may cross First Avenue at 46th Street and enter the United Nations Headquarters premises through the screening area at the 46th Street visitors' plaza. From 11 a.m. on Monday, 22 September, onward, this same category of pass holders who have continuing business on the United Nations Headquarters premises and who are in possession of the appropriate access credentials may cross First Avenue at 46th Street and use the screening point at 47th Street to gain access to the premises.

15. During the morning session of the World Conference on Indigenous Peoples on 22 September, properly credentialed participants who enter through the 46th Street entrance for screening may access their meeting locations as follows:

(a) General Assembly Hall: through the elevators in the public lobby of the General Assembly Building;

(b) Conference room 4, located in the first basement of the General Assembly Building: through the visitors' plaza stairs by the flagpole, through the Rose Garden and covered walkway, enter the Conference Building into the General Assembly Building;

(c) North Lawn Building: through the visitors' plaza down the stairs by the flagpole, then left to the doors on the east side of the North Lawn Building.

16. During the afternoon session of the World Conference on Indigenous Peoples on 22 and 23 September, non-United Nations guests should enter through the 47th Street entrance to gain access to the overflow rooms which are located in the North Lawn Building. Participants of the round tables in conference room 4 of the General Assembly Building will enter at the 46th Street screening area, then proceed down the stairs at the flagpole, turn right, then proceed along the covered walkway in the Rose Garden and enter the Conference Building and then the General Assembly Building.

17. On Tuesday, 23 September, during the climate change summit, participants who enter through the 46th Street entrance for screening may access their meeting locations as follows:

(a) General Assembly Hall: through the General Assembly Building elevators;

(b) Conference room 4, located in the first basement of the General Assembly Building: through the visitors' plaza stairs by the flagpole, through the Rose Garden and covered walkway, enter the Conference Building into the General Assembly Building.

18. Staff members, delegates and other individuals with authorized access to the United Nations Headquarters premises who have business in the Secretariat Building but are not part of the general debate should continue to use the 42nd Street access point to enter the United Nations Headquarters premises.

19. VIPs, permanent representatives to the United Nations, senior United Nations officials bearing a gold-coloured grounds pass and delegates bearing Protocol passes who will enter through the 46th Street entrance are requested to use the crossing point at First Avenue and 46th Street. Delegates below the level of Permanent Representative bearing Protocol passes for the General Assembly Hall will proceed through screening prior to accessing the General Assembly Building.

20. The pedestrian crossing points on First Avenue will be briefly closed at various times throughout the day owing to the arrival and departure of motorcades. Therefore, during such intermittent closings of First Avenue, pedestrian traffic will be suspended until the motorcade enters or departs from the United Nations Headquarters premises. All are kindly requested to allow for extra time when walking to the Headquarters premises.

21. Staff members and affiliates who encounter difficulties in gaining access through any of the checkpoints leading to the Headquarters premises, or any of the annex buildings that fall within the cordoned-off areas that are staffed by host country authorities, should seek assistance from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the Information and Reception Unit help desk, which will be relocated to the lobby of the UNITAR Building at 45th Street between First and Second Avenues (entrance on 45th Street).

Access at the 42nd, 46th and 47th Street entrances

22. During the general debate, members of delegations, staff members, including those bearing only the United Nations laissez-passer, and resident correspondents utilizing the main cafeteria, the library or Secretariat buildings, will have access to the entrance at 42nd Street and First Avenue.

23. As a result of the heightened security arrangements in place at the 46th Street entrance, delegates not in possession of a Protocol pass, staff members, interns, affiliates and representatives of non-governmental organizations who possess a valid United Nations grounds pass along with the relevant secondary special event pass issued by the sponsor of the event or the non-governmental organization liaison office will be subject to screening.

24. Please be advised that there is a disability access ramp available, leading from the First Avenue and 46th Street entrance to the screening facility, where the aforementioned persons with disabilities will be screened.

25. The 47th Street entrance will be used primarily by media, as well as resident correspondents with equipment, who will also be required to proceed through

screening at that location prior to accessing the North Lawn Building for accreditation or access to the General Assembly and Conference Buildings.

26. The opening hours of the pedestrian entrances will be as follows:

42nd Street and First Avenue:	6 a.m. to close of business
46th Street and First Avenue:	7 a.m. to close of business
47th Street and First Avenue:	7 a.m. to close of business

27. The delegates' entrance on 45th Street will be open only for egress of escorted motorcades.

Access to the General Assembly, North Lawn and Conference Buildings

28. VIPs, permanent representatives to the United Nations, senior United Nations officials bearing a gold-coloured grounds pass and delegates bearing Protocol access passes in addition to their United Nations grounds passes will enter the General Assembly Building through the southern entrance gate on 46th Street at First Avenue.

29. Delegates and invited special representatives with disabilities will access the General Assembly Building through the ramp adjacent to the north screening building.

Access for members of the media

30. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly Hall must use the 47th Street and First Avenue media entrance and present a valid United Nations grounds pass or other proper documentation for accreditation. Media screening will be conducted at the post, and persons who need media accreditation will be required to proceed to the media accreditation area, located in the North Lawn Building (conference room 3), by entering the door located on the south side of the building. Video crews accompanying resident and non-resident correspondents, as well as all categories of temporary correspondents, will use only the 47th Street entrance, where they and any equipment will be subject to security screening.

31. Members of the media must be escorted by staff of the Media Accreditation and Liaison Unit at all times when accessing the General Assembly and Conference Buildings and the restricted meeting areas of the North Lawn Building.

32. In connection with the closure of First Avenue, the east side between 46th Street and 47th Street at First Avenue will be used by satellite communication vehicles and their personnel.

Access to restricted areas

33. During the period from Sunday, 21 September, to Wednesday, 1 October 2014, access to restricted areas will be given only to those bearing United Nations grounds passes and the appropriate secondary passes.

34. The bilateral meeting areas are located in the lobby and the second and third balconies of the General Assembly Building. Those areas will be reserved for

members of delegations and staff conducting official business and will require proper United Nations grounds passes for access.

35. Grounds passes and secondary passes are subject to verification by security officers and must be worn prominently on the outer clothing of the bearer at all times.

Access to room GA-200

36. In order to facilitate access to room GA-200 (defined as a "restricted area"), a secondary access pass is required in conjunction with the United Nations grounds pass. The GA-200 secondary access pass will be issued through the Protocol and Liaison Service to those individuals whose duties/functions require their presence there. Only those individuals who are properly identified and have a legitimate purpose for entering room GA-200 will be allowed access by security officers.

Pass and identification offices: UNITAR and North Lawn Buildings

37. The Pass and Identification Unit, located in room U-100, UNITAR Building, on First Avenue at 45th Street, will be open to staff members and members of delegations. Temporary non-governmental organization passes will not be issued from 15 September 2014 until the end of the general debate.

38. Members of the media will be assisted with accreditation at the media accreditation centre located in conference room 3 of the North Lawn Building.

39. All pass and identification operations will return to normal on Thursday, 2 October 2014, and the hours of operation will be from 9 a.m. to 4.30 p.m.

Closure of the United Nations garage

40. For security reasons, the garage will be closed for parking at 8 p.m. on Sunday, 21 September, and will reopen for authorized vehicles at 4 a.m. on Monday, 22 September. Please be advised that all vehicles must be removed no later than 10 p.m. on Sunday, 21 September, until the reopening of the garage.

41. The Secretariat Circle will be accessible to escorted motorcades for entry and exit through the 43rd Street and First Avenue gate. On Monday, 22 September, authorized vehicles may enter the United Nations garage beginning at 4 a.m. at the 48th Street vehicular entrance and depart through the 42nd Street vehicular exit. Thereafter, the process will continue on a 24-hour basis for the duration of the high-level period.

Traffic in the Secretariat Circle and through the 43rd Street gate

42. The very limited operating space of the Secretariat Circle and the delegates roadway areas requires strict controls on access to those areas in order to facilitate safety and avoid undue obstructions and delays of delegation vehicles and other high-level government officials and motorcades. Vehicular access to the premises through the gate at First Avenue and 43rd Street will continue to be limited to:

(a) Mission vehicles conveying permanent representatives, deputy permanent representatives, or heads of delegation for observers to the United Nations, and VIPs from national Governments accredited by the Protocol and Liaison Service;

(b) Mission vehicles with visiting senior officials of national Governments who have made arrangements with the Security and Safety Service, Security Events Planning Unit;

(c) Host country law enforcement-escorted motorcades;

(d) Other special category vehicles authorized by the Security and Safety Service.

43. Depending on meeting schedules and traffic patterns during the high-level session from 22 to 26 September, vehicles may periodically be restricted from entering the Secretariat Circle from the garage to exit the premises through the 45th Street or 43rd Street gates. The regular traffic pattern permitting authorized vehicles to exit the Secretariat Circle through the 45th Street gate from 9 a.m. to 7 p.m. on weekdays will resume on Monday, 29 September.

Alternative parking while the garage is closed

44. To accommodate staff who will not have access to the United Nations garage after 8 p.m. on Sunday, 21 September, parking has been made available along both sides of First Avenue from 50th Street to 57th Street. Properly identified vehicles will be permitted to park at those locations from 8 p.m. on Sunday, 21 September, to 8 a.m. on Monday, 22 September 2014. A special parking decal, which can be obtained from the Garage Administration, must be displayed on the dashboard of the vehicle and will be honoured by host country authorities. Parking at bus stops and hydrants and double parking are not permitted.

Access to the United Nations garage

45. To park in the United Nations garage, passenger vehicles with valid authorization will be required to adhere to specific instructions from 6 a.m. to 8 a.m. from Monday, 22 September, to Saturday, 27 September, as follows:

(a) **Northbound on First Avenue**. Passenger vehicles travelling northbound on First Avenue to the United Nations garage will be required to use the extreme right lane of the underpass between 41st Street and 49th Street. Upon exiting the underpass, staff members will be required to make a U-turn onto First Avenue (counter flow, which will be coordinated by the New York City Police Department) between 49th and 48th Streets and then make a left turn onto 48th Street for screening at the vehicular checkpoint. Thereafter, vehicles will be allowed to enter the United Nations garage once cleared;

(b) **Southbound on FDR Drive**. Passenger vehicles travelling southbound on FDR Drive, upon exiting 49th Street and FDR Drive, will proceed towards First Avenue. At First Avenue, vehicles will be required to make a left turn (counter flow, which will be coordinated by the New York City Police Department) and follow the extreme left lane of First Avenue to 48th Street. Staff members will then be required to make the left turn onto 48th Street for screening at the vehicular checkpoint. Thereafter, vehicles will be allowed to enter the United Nations garage once cleared.

46. Passenger vehicles with valid authorization to park in the United Nations garage from 8 a.m. onward are instructed to proceed to the 49th Street and FDR Drive exit from Monday, 22 September, to Saturday, 27 September, as follows:

(a) **Northbound on First Avenue**. Vehicles travelling northbound on First Avenue to the United Nations garage will be required to use the east side of the First Avenue underpass (which begins at 41st Street). Upon exiting the underpass at 49th Street, vehicles will be instructed to turn right at the traffic light and proceed eastbound, travelling counter to the flow on 49th Street in the right hand lane, which will be set off by traffic cones. Thereafter, staff members must follow the traffic around to the vehicular checkpoint located on the service drive leading to the 48th Street garage entrance;

(b) **Southbound on FDR Drive**. Vehicles travelling southbound on FDR Drive, upon exiting at 49th Street, will stay in the extreme left lane, which will permit them to proceed to the security checkpoint at the garage entrance.

(c) **Vehicles coming from the north (not on FDR Drive) or west side of Manhattan**. Vehicles travelling from the northern part of Manhattan, not on FDR Drive, or from the west side of Manhattan, will need to access the underpass, which begins at 41st Street and First Avenue. In order to approach the underpass, vehicles travelling on Second Avenue will be required to turn onto any eastbound street leading to First Avenue (39th Street or any corresponding streets below it). Upon exiting the underpass, staff members will be required to follow instructions indicated in subparagraph (a) above.

Please see the diagrams at the end of the present circular for vehicular access to the garage.

47. Individuals parking in the United Nations garage are kindly advised that, owing to specific motorcade arrivals into the United Nations garage, the entrance to the garage will be closed for designated periods.

Parking

48. Parking for staff members in the garage will be limited to those who possess a regular parking permit. Parking permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked within the Headquarters premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of a valid United Nations grounds pass will be required to depart from the vehicle at the appropriate checkpoint prior to the entry of the vehicle onto the premises.

49. All vehicles entering the premises will be searched. Please limit vehicle contents in order to facilitate and expedite the security clearance.

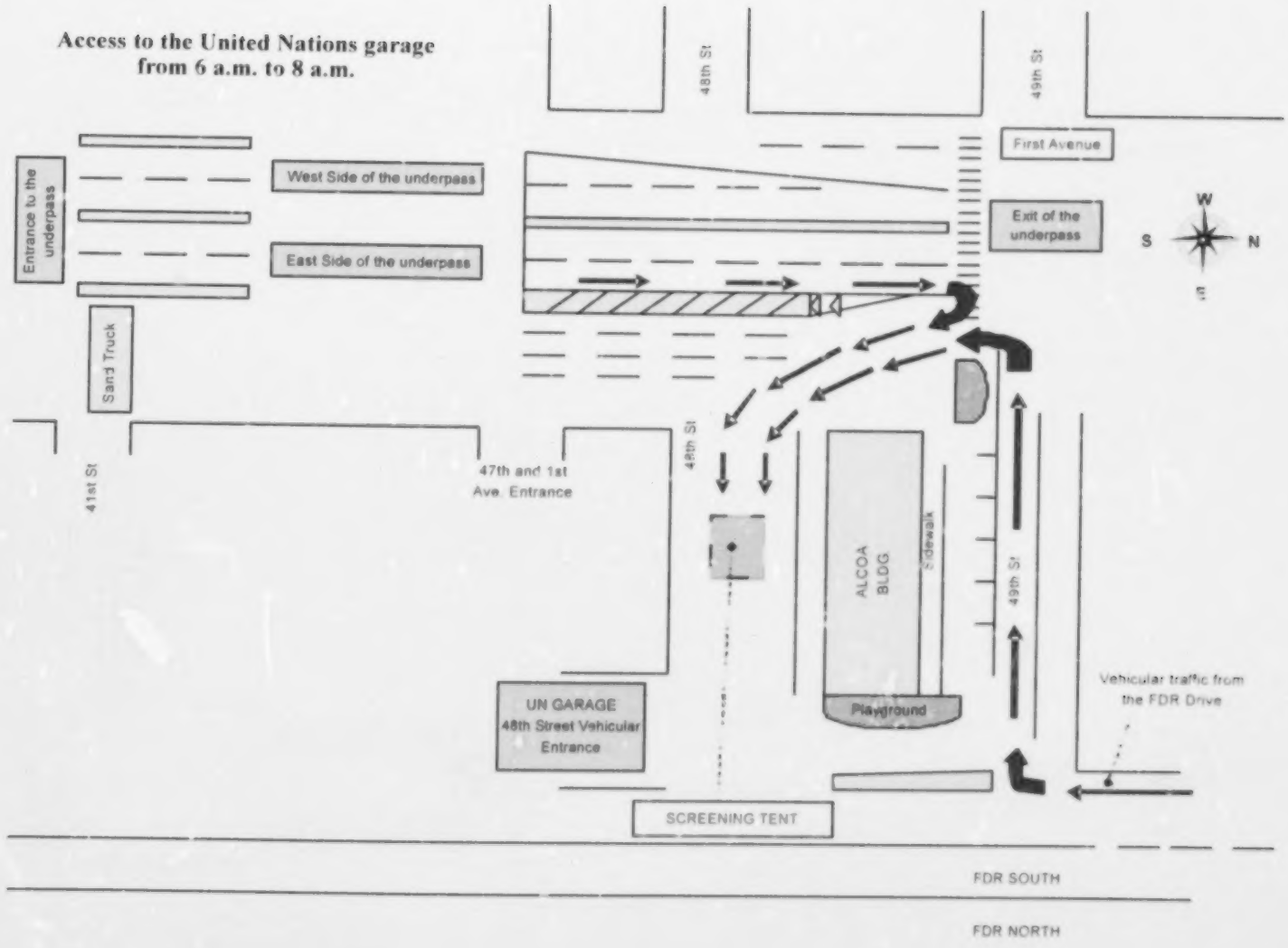
50. Owing to the traffic restrictions, staff members are highly encouraged to use public transportation from Monday, 22 September, to Saturday, 27 September.

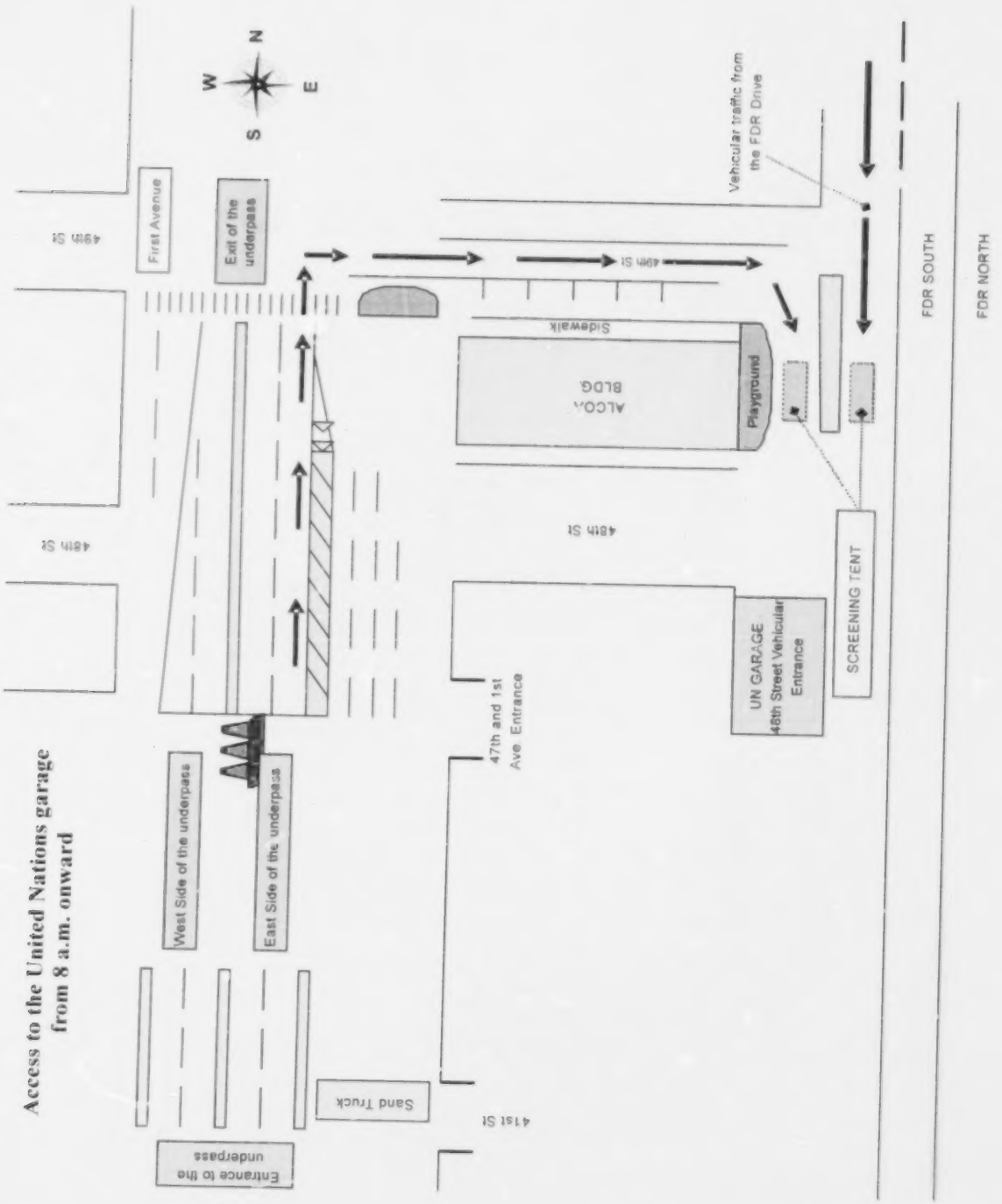
Dining room, other catering facilities and commercial operations

51. The normal hours of operation for the Delegates Dining Room are from 11.30 a.m. to 2.30 p.m., and reservations for private dinners or receptions will be accepted only from permanent and observer missions and from United Nations bodies. It should be noted that, during the period from Monday, 22 September, until Wednesday, 1 October, no guests will be allowed entry onto the United Nations premises for any function without proper accreditation.

52. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the cafeteria when it is least crowded, that is, before 12.15 p.m. and after 1.45 p.m.

Access to the United Nations garage from 6 a.m. to 8 a.m.




Access to the United Nations garage
from 8 a.m. onward
N
W
E
S
First Avenue
Exit of the underpass
48th St
Vehicular traffic from the FDR Drive
FDR SOUTH
FDR NORTH
Sidewalk
ALCOA BLDG
Playground
SCREENING TENT
UN GARAGE
48th Street Vehicular Entrance
47th and 1st Ave Entrance
West Side of the underpass
East Side of the underpass
Sand Truck
47st St
Entrance to the underpass